

# HIPAA

## EXTERNAL COMMUNICATION SUB-WORKGROUP

### August 13, 2001 Meeting Summary

Attendees: Sherland Jordan, (DSS), Mina Martel, (DDS), George Lembi, (ADP), Ken McKinstry, (DMH), Sue Bouche, (DDS), Marilyn Von Brauchitsch, (L.A. County), Suzanne Azariah( L.A. County), and Therese Hart, (HHSDC).

#### Items Presented:

- The draft Charter was discussed at length. Modifications to the draft will be incorporated and presented in the next meeting.
- The team discussed the development of a communication plan with samples provides by Therese and Ken.

#### Action Items:

- Mina to share sample template for guideline analysis and development.
- Guidelines to be drafted:
  - How to address two-way communication, how should departments and counties share information? (Marilyn Von Brauchitsch)
  - Perform a survey of business partners to identify issues, status, resource needs and identify tasks. (Ken McKinstry)
  - Organizations are responsible to report early to business partners all changes to business processes and systems. (Sherland Jordan)
  - To encourage departments to partner with business partners to have workshops to disclose plans for remediation (e.g., assessments, testing, etc.).

#### Next Meetings/Schedule:

- September 4, 2001, Bateson Bldg, 9<sup>th</sup> and P, Room 332, 8:30 – 9:30 a.m.
- September 25, 2001, Bateson Bldg, 9<sup>th</sup> and P, Room 332, 8:30 – 9:30 a.m.
- October 16, 2001, Bateson Bldg, 9<sup>th</sup> and P, Room 332, 8:30 – 9:30 a.m.
- November 6, 2001, Bateson Bldg, 9<sup>th</sup> and P, Room 332, 8:30 – 9:30 a.m.
- November 27, 2001, Bateson Bldg, 9<sup>th</sup> and P, Room 332, 8:30 – 9:30 a.m.
- December 18, 2001, Bateson Bldg, 9<sup>th</sup> and P, Room 332, 8:30 – 9:30 a.m.